

## **I received a Public Notice from the Planning and Transportation Division. Now what do I do?**

### **Why did I receive a notice?**

Most discretionary permits require a public notice to be mailed to all property owners and tenants within a specified distance. If you have received a notice it means that a project is proposed somewhere near where you live, work, or own property.

### **What information does the public notice provide?**

A public notice will provide information on what the project is and where it is proposed to be located, how additional information can be obtained, and how to make your comments/concerns heard regarding the project. Many notices provide information for an upcoming public hearing, including the location, date and time of the hearing, what Planner is working on the project and their contact information, and the dates of the appeal period. You can choose to speak in favor or against a specific project, provide general comments, or just watch the public hearing process.

### **Do I have to respond?**

No, you are not required to respond, the public notice is just to inform nearby residents and property owners of a proposed project. If you would like to provide your input, it is strongly suggested that you attend the public hearing, provide a written response to the planner, or contact the planner working on the project to get additional information or to provide your input verbally. If you disagree with the decision that was made by either the Community Development Director or the Planning Board, you have 15 days from the decision date to file an appeal. Please contact the Planning and Transportation Division for information on how to submit an appeal.

### **Are my comments taken seriously?**

Yes, your comments on a project are very important to staff. Quite often neighbors can provide information specific to an area or neighborhood that the Planning and Transportation Division is unaware of, which could affect the review and decision of a project. Every staff report addressed to the Planning Board or City Council will include a 'Public Correspondence' section outlining all comments received, verbally or in writing. All written comments provided to staff will become a permanent part of the project record.